 <b>ROCKFORD POLICE DEPARTMENT</b> <b>GENERAL ORDER</b> <b>- NUMBER 10.01 -</b>		DISTRIBUTION <b>ALL PERSONNEL</b>	<b>PAGE 1 OF 6</b>
ORDER TITLE <b>WRITTEN DIRECTIVES</b>	SERIES NO. <b>10</b>	SERIES TITLE / SUBJECT <b>ORGANIZATION, MANAGEMENT AND ADMINISTRATION</b>	
TOPICS / REFERENCE <b>Bulletins, General Orders, Memoranda, Personnel Orders, Policy, Procedures, Rules and Regulations, Special Orders</b>			APPENDICES <b>A, B, C, D, E</b>
ORIGINAL ISSUE / EFFECTIVE DATE <b>February 6, 2004</b>	REISSUE / EFFECTIVE DATE <b>April 18, 2011</b>	EXPIRATION DATE <b>This order remains in effect until revised or rescinded</b>	
<b>CALEA (5<sup>th</sup> Edition Standards)</b> 12.2.1 • 12.2.2			

## POLICY

Both professional law enforcement administration and the management of liability require a written directive system that clearly states a police department's policies and procedures and governs the agency's general activities. It is the policy of the Rockford Police Department to have and maintain a written directive system that accurately and effectively provides all employees with a clear understanding of the expectations, constraints, legal obligations and ethical considerations relating to the performance of their duties.

## PURPOSE

The purpose of this General Order is to establish the definitions and formats, as well as the authority and responsibility for preparation, issuance and review of all written directives including, Rules and Regulations, General Orders, Special Orders, Personnel Orders, Memoranda and Bulletins. This order will also establish a system of organizing and indexing these documents in a way that permits all personnel to rapidly access individual directives. It further establishes how personnel are notified when new directives are issued and previous directives are revised or rescinded.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved

This Order is comprised of the following numbered section:

- I. DEFINITIONS**
- II. ISSUING AUTHORITY**
- III. PREPARATION OF WRITTEN DIRECTIVES**
- IV. ORGANIZATION AND INDEXING OF GENERAL ORDERS**
- V. PROCEDURES FOR REVISING AND PURGING WRITTEN DIRECTIVES**
- VI. NOTIFICATION OF NEWLY ISSUED, REVISED OR RESCINDED DIRECTIVES**
- VII. EFFECTIVE DATE**
- VIII. REVIEWS, REVISIONS AND CANCELLATIONS**

## APPENDICES

- A. Example of General Order format
- B. Example of Special Order format
- C. Example of Personnel Order format
- D. Example of Memorandum format
- E. Example of Bulletin format

### I. DEFINITIONS

- A. **POLICY:** Policy is a statement of the Department's philosophy on a given issue. Policy consists of principles and values, which guide the performance of Department employees by building a framework within which the officer can and should function. Policy is based on ethics, experience, the law, and the interests and desires of the community.
  - 1. The Chief of Police will determine policy.
  - 2. Each general order, rule or regulation will begin with a policy statement.
- B. **RULES AND REGULATIONS:** Rules and regulations are specific directions, requirements or prohibitions governing what an employee will or will not do.
  - 1. Deviation from rules is not permitted unless there is a valid excuse for non-compliance.
  - 2. Violations of rules typically result in disciplinary action.
- C. **PROCEDURE:** A procedure defines a method of performing an operation or a manner of proceeding on a course of action. Procedures set forth the exact actions to be taken to best achieve a desired objective.
  - 1. It is recognized that some flexibility and justifiable deviation may be allowed.
  - 2. Whereas violations of rules typically result in disciplinary action, violations of procedural steps may result in disciplinary action.
  - 3. Officers need to be prepared to justify such deviations and would normally do so in written form via an incident report.
- D. **GENERAL ORDER:** General Orders are written tools to communicate policies, rules and procedures on issues which are both recurrent in nature, and incidents which may occur on a sporadic basis. Arrest procedures and issuing of traffic citations are typical of recurrent issues. Response to barricaded subjects or civil disturbances are typical of sporadic incidents. Furthermore, General Orders will be issued to communicate changes in Department organization, installation of permanent programs, use of police facilities or equipment and relationships with other agencies or citizens of this community. General Orders will be reviewed annually to determine if they should be continued, revised or canceled.
- E. **BULLETINS:** Bulletins are issued for specific educational and informative purposes. Examples of information requiring a bulletin are training bulletins announcing department weapons qualifications, criminal activity or intelligence information, or notification of Department sanctioned social or recreational events.

- F. **MEMORANDA:** Memoranda will be used to communicate useful, specific information about an issue or an event when a formal order is not required. Memoranda constitutes a directive affecting specific behavior or to explain or emphasize portions of previously issued orders. Memoranda will be issued for a period of time and will normally be self-canceling. Any Memoranda issued that alters or affects a General Order will be indexed with that General Order and included with the annual review of General Orders.
- G. **PERSONNEL ORDERS:** Personnel Orders are written and issued for assignments, transfers, promotions, discharges and retirements.
- H. **SPECIAL ORDERS:** Special Orders, when issued, will relate to a specific event or situation, outlining the policy and procedures to be adhered to in connection with that event or situation. A Special Order may or may not affect the entire Department and will be of a temporary or self-canceling nature. Parades or planned public demonstrations are examples of events or situations requiring a Special Order.

## II. ISSUING AUTHORITY

- A. Any member of the Department may, by virtue of expertise or position of function, be designated to author or provide source material for a written directive. The overall authority to issue, modify or approve written directives is designated to the Chief of Police. However, authority and responsibility to issue directives is delegated to the following:
  - 1. **RULES AND REGULATIONS:** Rules and Regulations are issued by the Chief of Police or designee.
  - 2. **GENERAL ORDERS:** General Orders are issued by the Chief of Police or designee.
  - 3. **SPECIAL ORDERS:** Special Orders are issued by the Chief of Police or designee.
  - 4. **PERSONNEL ORDERS:** Personnel Orders are issued by the Chief of Police or designee.
  - 5. **MEMORANDA:** Memoranda are issued by the Chief of Police, Deputy Chiefs of Police, Division Commanders or their designee.
  - 6. **BULLETINS:** Bulletins may be issued by the Chief of Police, Deputy Chiefs of Police, Division Commanders, Unit supervisors or their designee.

## III. PREPARATION OF WRITTEN DIRECTIVES

- A. Rules and regulations, general orders, memoranda and bulletins issued at any level of command shall not conflict with established policy or procedure unless such order, memoranda or bulletin has the necessary indexing and notations to do so. Example: If a memoranda is issued affecting a General Order, that memoranda will index the number of the General Order and a statement at the start of the memoranda would qualify the relationship of the memoranda to the General Order.

- B.** Any order, memoranda or bulletin will be written in precise and positive language. An emphasis will be placed on giving direction to the personnel reading the order by describing actions or procedures to be taken, versus actions or procedures not to be taken.
- C.** Prior to being issued, written orders will be reviewed by the author's Bureau Deputy Chief and sent to the Accreditation Section for review to determine if the order contradicts other Department policy or any applicable law. It will also be determined if the written order affects and/or meets CALEA accreditation standards.

#### **IV. ORGANIZATION AND INDEXING OF GENERAL ORDERS**

- A.** General Orders will be indexed numerically and by subject matter. The numerical system will be as follows:

Series 01 – Law Enforcement Role, Responsibilities, and Relationship

Series 10 – Organization, Management, and Administration

Series 20 – Personnel Structure

Series 30 – Personnel Process

Series 40 – Law Enforcement Operations

Series 50 – Operations Support

Series 60 – Auxiliary and Technical

- B.** General Orders shall show reference to relevant rules, regulations, statutes, ordinances and previous orders that are to be superceded, cancelled, rescinded or otherwise affected. All General Orders shall be prepared on the General Order format with the heading of each General Order being a four tiered, multiple cell heading to include the following:

1. **GENERAL ORDER NUMBER:** The number for the individual General Order being issued.
2. **DISTRIBUTION:** What personnel will receive the General Order. General orders will specifically list Sworn Personnel, Non-Sworn Personnel or All Personnel.
3. **PAGE:** The number of pages the General Order contains.
4. **ORDER TITLE:** The title of the General Order.
5. **SERIES NUMBER:** Based on the numerical system described in section **IV. A** above.
6. **SERIES TITLE / SUBJECT:** The title of the series described in section **IV. A** above that corresponds with the series number.
7. **TOPICS / REFERENCE:** Specific topics, key index words, and references to citations from other governing bodies or authoritative sources (e.g. statute numbers, case law).
8. **APPENDICES:** Examples of forms, lists, text of statutes, or other documentation supporting the General Order.

9. EFFECTIVE / ORIGINAL ISSUE DATE: When General Order was first issued and became effective.
  10. REVISION / REISSUE DATE: When General Order was reviewed and/or revised and reissued.
  11. EXPIRATION DATE: If applicable, otherwise will state “This order remains in effect until revised or rescinded”.
  12. CALEA <sup>(5th Edition Standards)</sup>: Applicable CALEA standards based on the 5<sup>th</sup> Edition.
- C. The text and sections of the General Order will be formatted in a style consistent with this document beginning immediately after the heading, using size twelve (12), Times New Roman font, in Microsoft Word. Microsoft Word paragraph format options should coincide with those applied in this document in the sequence shown in **Appendix A**.
- D. Each page will include a footer that includes the General Order number, title and respective page number.
- E. Special Orders, Personnel Orders, Memoranda, and Bulletins will be issued in a standardized format using sequential numbering beginning on January 1<sup>st</sup> of each calendar year, continuing to the end of that calendar year. Example: Special Order 200X-001 (**Appendix B**), Personnel Order 200X-001 (**Appendix C**), Memoranda 200X-001 (**Appendix D**), Bulletin 200X-001 (**Appendix E**). The format for each of the above will be available on the Department Intranet for those persons authorized to author and issue the written document. Size twelve (12), Times New Roman font, in Microsoft Word, will be used for all narrative text.

## **V. PROCEDURES FOR REVISING AND PURGING WRITTEN DIRECTIVES**

- A. In an effort to keep current with unavoidable change, the Department is committed to updating, revising and purging policy and procedure statements, on a regular basis.
- B. Any employee who becomes aware of a written directive that contradicts other existing written directives or new or revised applicable laws are encouraged to notify their respective Bureau Deputy Chief.

## **VI. NOTIFICATION OF NEWLY ISSUED, REVISED OR RESCINDED DIRECTIVES**

- A. The Accreditation Section is responsible for advising all personnel of newly issued or revised general orders.
- B. General orders will be issued to all sworn personnel and to those civilian personnel that the Order applies to.
- C. New and revised general orders will be distributed electronically by the use of the Department’s email system. All recipients are required to reply to the New or Revised General Order Notice with an electronic read receipt.
- D. Hard copies of all general orders will be maintained in the Shift Commander’s office. These will be available 24/7 365 days a year.
  1. Shift Commanders are responsible for keeping the general order binders up-to-date.

2. Personnel who wish to maintain hard copies of Department directives may do so. The Department neither encourages nor discourages officers from printing documents for later reference.
  3. Original, signed copies of general orders are kept with the Accreditation Section.
- E. All personnel are responsible for reviewing and adhering to the policies and procedures described within all Department general orders, memoranda and special orders issued to them. Personnel are also responsible for contacting a supervisor for clarification and/or explanation of any items they do not understand or are not clear to them.

## **VII. EFFECTIVE DATE**

- A. The Department's policy on Written Directives became effective on February 6, 2004

## **VIII. REVIEWS, REVISIONS AND CANCELLATIONS**

- A. This General Order will be reviewed each **April** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives***.
- B. This order is a revision of and supercedes General Order ***10.01 – Written Directives*** issued February 6, 2004.
- C. Any employee with suggestions for revisions to this order are encouraged to submit an Officer's or Civilian Employee's report with their ideas to the **Deputy Chief of the Administrative Services Bureau**.


BY ORDER OF

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Chet Epperson  
Chief of Police

# APPENDIX A

## General Order Format

 <b>ROCKFORD POLICE DEPARTMENT</b> <b>GENERAL ORDER</b> <b>- NUMBER XX.XX -</b>		<b>DISTRIBUTION</b> <b>ALL PERSONNEL</b>	<b>PAGE 1 OF X</b>
<b>ORDER TITLE</b> <b>XXXX</b>	<b>SERIES NO.</b> <b>XX</b>	<b>SERIES TITLE / SUBJECT</b> <b>XXXX</b>	
<b>TOPICS / REFERENCE</b> <b>Xxxx</b>			<b>APPENDICES</b> <b>A, B, C, D</b>
<b>EFFECTIVE / ORIGINAL ISSUE DATE</b> <b>XXXX XX, XXXX</b>	<b>REVISION / REISSUE DATE</b> <b>January XX, 2008</b>	<b>EXPIRATION DATE</b> <b>This order remains in effect until revised or rescinded</b>	
<b>CALEA (5<sup>th</sup> Edition Standards)</b> <b>xx.xx.xx</b>			

**POLICY** (Always in bold and caps)

**PURPOSE** (Always in bold and caps)

This Order is comprised of the following numbered sections: (always use this language as shown)

- I. DEFINITIONS** (Always listed first if used, if not then title of first section)
- II. TITLE OF FIRST TOPIC SECTION** (Always in bold and capitals)
- III. TITLE OF SECOND TOPIC SECTION** (Always in bold and capitals)
- IV. TITLE OF THIRD TOPIC SECTION** (Always in bold and capitals)
- V. (CONTINUE WITH TITLES OF SECTIONS AS NEEDED)**
- VI. EFFECTIVE DATE** (Always in bold and capitals)
- VII. REVIEWS, REVISIONS AND CANCELLATIONS** (Always in bold and capitals)

**APPENDICES** (If used)

- A.** First Appendix Title
- B.** Second Appendix Title (etc.)

**I. DEFINITIONS** (Always listed first in bold and caps if applicable, if not move to first topic section)

**II. TITLE OF FIRST TOPIC SECTION** (Always in bold and caps)

**A.** Major subdivision text

1. Section of major subdivision

a. Subsection or description of the section

1. Further breakdown of the subsection

**III. TITLE OF SECOND OR SUBSEQUENT TOPIC SECTION** (Always in bold and caps)

**IV. EFFECTIVE DATE** (Always in bold and caps and always the last topic section)

- A. The Department's policy on **XXXX** (title of Order) became effective on **XXXX, XX, XXXX** (Month, Day, Year). (Use this language when the order is a revision of a previous order); **or**
- A. The effective date of this Order is **XXXX XX, XXXX** (Month, Day, Year) (Use this language when the order is newly issued and does not supercede any previous order)

**V. REVIEWS, REVISIONS AND CANCELLATIONS** (Always in bold and caps)

- A. This General Order will be reviewed each **XXXX** (assigned month) by the **XXXX** (position tasked with annual review) and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**. (always use this language as shown)
- B. This order is a revision of and supercedes General Order **XX.XX** – (name) issued **XX** (original date of issue) (use this language as shown when order is a revision); **or**
- B. This order does not supercede or cancel any previously issued Department policy or procedure. (use this language as shown when order is new or not a revision of any previous order)
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **XXX** (Deputy Chief of Bureau responsible for review)

BY ORDER OF

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*(Name of current Chief of Police)*  
Chief of Police



## APPENDIX B

# ROCKFORD POLICE DEPARTMENT

<b>SPECIAL ORDER NUMBER 200X-001</b>		<b>PAGE 1 OF 1</b>	
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
<b>To:</b> All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
<b>From:</b> Author of the special order			
<b>Subject:</b> Topic of the special order			

### EXAMPLE ONLY

The narrative text of the special order will be written in this space by the author



## APPENDIX C

# ROCKFORD POLICE DEPARTMENT

<b>PERSONNEL ORDER</b> <b>NUMBER 200X-002</b>		<b>PAGE 1 OF 1</b>	
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
<b>To:</b> All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
<b>From:</b> Author of the personnel order			
<b>Subject:</b> Topic of the personnel order			

### EXAMPLE ONLY

The narrative text of the personnel order will be written in this space by the author



## APPENDIX D

# ROCKFORD POLICE DEPARTMENT

<b>MEMORANDUM NUMBER 200X-003</b>		<b>PAGE 1 OF 1</b>	
<b>DISTRIBUTION LEVEL</b> Insert Information	<b>ISSUE DATE</b> Insert Date	<b>EFFECTIVE DATE</b> Insert Date	<b>EXPIRATION DATE</b> Insert Date
<b>To:</b> All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
<b>From:</b> Author of the memorandum			
<b>Subject:</b> Topic of the memorandum			

### EXAMPLE ONLY

The narrative text of the memorandum will be written in this space by the author



## APPENDIX E

# ROCKFORD POLICE DEPARTMENT

<b>BULLETIN</b> <b>NUMBER 200X-004</b>		<b>PAGE 1 OF 1</b>	
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
<b>To:</b> All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
<b>From:</b> Author of the bulletin			
<b>Subject:</b> Topic of the bulletin			

### EXAMPLE ONLY

The narrative text of the bulletin will be written in this space by the author